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DDA 85-0060/27
12 July 1985

MEMORANDUM FOR: Director of Central Intelligence *100-15*

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 12 July 1985

1. Progress reports on tasks assigned by the DCI/DDCI:

None.

2. Items/events of interest:

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c. The Office of Security (OS) has noted a steady pattern of increased use of the community-wide, computer-assisted, compartmentation control system (4C) over the past year. Total transactions have gone up from 71,000 to 120,000 between May 1984-June 1985.

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d. On 10 July, as part of its continuing Security Awareness Program, OS sponsored the appearance of Major General and Mrs. James L. Dozier in the Headquarters Auditorium. The Doziers addressed an Agency-wide audience on the topic, "International Terrorism and the Hostage Experience." The Doziers were well received as evidenced by a capacity crowd in the main auditorium with overflow viewing in two smaller auditoriums for both the morning and afternoon presentations. We conservatively estimate 1,300 employees were in attendance at the two presentations.

e. On 8 July, the first contingent of 22 Independent Contractor Special Security Escorts entered on duty. They were given a one-day EOD briefing which focused on telephone security, code of conduct for Agency employees, the hostile intelligence threat, safety on the job, security escort job requirements and procedures. The Office continues to interview nine applicants daily in order to meet the increasing demands throughout the Agency for escort personnel. The next group will EOD on 15 July with more groups and Special Escort Seminars to follow throughout most of August 1985. To date, approximately 600 applications have been received in response to the Headquarters Notice on this program.

f. The Intelligence Training Division/Office of Training and Education (OTE) and the DS&T prepared and distributed a catalog that describes new courses being developed for the DS&T Training Program, as well as current OTE offerings relevant to selected DS&T professionals. The catalog, which was distributed to all DS&T supervisors and managers, is an aid in the selection of appropriate training and career development opportunities for DS&T professional employees. The catalogs include information on the new courses, FY 85 and FY 86 schedules, and specific course recommendations for professional employees at various career levels.

25X1 g. OTE received word that Chief, East Asia Division (EA) has approved OTE's proposed training program for [] EA secretaries overseas. The first offering will be a comprehensive course that will include the best of the programs that we currently offer to our Headquarters secretaries and administrative support personnel. []
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h. FOIA requesters who have not paid search and/or copying fees for completed records services owe the U.S. Treasury over \$11,000. This week the Office of Information Services (OIS) sent out 98 letters reminding these

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people of their debt. Those still delinquent after 30 days will be told that they will receive no further records service from CIA, and all open cases will be cancelled.

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Harry E. Fitzgerald

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DDA/MS: [redacted] :12July85: [redacted]

Orig - DCI

1 - DDCI

1 - EXDIR

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1 - OLL [redacted]

1 - Ea. DA OD (via AIM/Wang)

1 - SSA/DDA

1 - DDA/CMS

1 - DDA/MS

1 - DDA/EEO

1 - DDA Subj

1 - HEF Chrono

1 - EO Subj